

Special Assistant to the Chief, POD  
and  
Executive Secretary, Agency Retirement Board

1. Functional Statement.

Under the general direction of the Chief, POD and the Chairman, Agency Retirement Board serves as Executive Secretary of the Board; is responsible for carrying out the day-to-day activities of the Optional Retirement Program designed to encourage, persuade, prepare and assist employees to retire voluntarily, without reduction, under the Civil Service Retirement System; provides personnel staff guidance and administrative support to the Board and informs employees five years before their eligibility for retirement of the Agency's retirement policy, services and benefits, at the same time providing the names of these eligibles to appropriate Deputy Directors and Office Heads; conducts a pre-retirement counseling program for Agency personnel and assists employees, who feel that they cannot comply with the Agency policy, in the preparation and presentation of their appeal to the Retirement Board.

2. Statistics.

|   |   |      |
|---|---|------|
| a. Employees eligible in 1962 - - - - -                                     | <div style="border: 1px solid black; width: 40px; height: 100px; display: inline-block;"></div> | 25X1 |
| b. Employees eligible in 1963 - - - - -                                     |   |      |
| c. Employees eligible in 1964 - - - - -                                     |   |      |
| d. Employees eligible in 1965 - - - - -                                     |   |      |
| e. Employees eligible in 1966 - - - - -                                     |   |      |
| f. Employees eligible in 1967 - - - - -                                     |   |      |
| g. Retirement schedule for 1962 - - - - -                                   |   |      |
| h. Retirement schedule for 1963 - - - - -                                   |   |      |
| i. Number of cases referred to the Board<br>through Dec. 31, 1961 - - - - - | <div style="border: 1px solid black; width: 40px; height: 100px; display: inline-block;"></div> | STAT |
| j. Number of cases referred to the Board<br>since 1 January 1962 - - - - -  |   |      |
| k. Number of cases pending Board action - - - - -                           |   |      |
| l. Employees refusing Optional Retirement - - - - -                         | None  |      |

1966  
1967  
1968